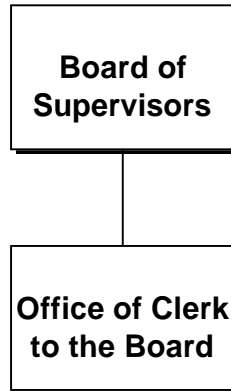


BOARD OF SUPERVISORS



Agency Position Summary

7	Regular Positions	/	7.0	Regular Staff Years
<u>71</u>	Exempt Positions	/	<u>71.0</u>	Exempt Staff Years
78	Total Positions	/	78.0	Total Staff Years

Position Detail Information

BOARD OF SUPERVISORS

70	Exempt Positions ¹
70.0	Exempt Staff Years

OFFICE OF CLERK TO THE BOARD

1	Clerk to the Board of Supervisors E
1	Deputy Clerk to the Board of Supervisors
1	Management Analyst I
2	Administrative Assistants III
2	Administrative Assistants II
1	Administrative Assistant I
8	Positions
8.0	Staff Years

E Denotes Exempt Position

¹ This figure represents an average number of 7/7.0 SYE exempt positions per District Office. This number may vary from year to year.

BOARD OF SUPERVISORS

Agency Mission

To serve as Fairfax County's governing body under the Urban County Executive form of government, to make policy for the administration of the County government within the framework of the Constitution and the Laws of the Commonwealth of Virginia, and to document those actions accordingly.

Agency Summary					
Category	FY 2002 Actual	FY 2003 Adopted Budget Plan	FY 2003 Revised Budget Plan	FY 2004 Advertised Budget Plan	FY 2004 Adopted Budget Plan
Authorized Positions/Staff Years					
Regular	7/ 7	7/ 7	7/ 7	7/ 7	7/ 7
Exempt	71/ 71	71/ 71	71/ 71	71/ 71	71/ 71
Expenditures:					
Personnel Services	\$3,067,198	\$3,514,148	\$3,514,148	\$3,674,028	\$3,601,106
Operating Expenses	611,484	622,518	622,518	587,577	562,271
Capital Equipment	0	0	0	0	0
Total Expenditures	\$3,678,682	\$4,136,666	\$4,136,666	\$4,261,605	\$4,163,377

Summary by Cost Center					
Category	FY 2002 Actual	FY 2003 Adopted Budget Plan	FY 2003 Revised Budget Plan	FY 2004 Advertised Budget Plan	FY 2004 Adopted Budget Plan
Direct Cost Of Board	\$3,000,531	\$3,363,460	\$3,363,460	\$3,501,300	\$3,431,274
Office Of Clerk To The Board	678,151	773,206	773,206	760,305	732,103
Total Expenditures	\$3,678,682	\$4,136,666	\$4,136,666	\$4,261,605	\$4,163,377

Summary by District					
Category	FY 2002 Actual	FY 2003 Adopted Budget Plan	FY 2003 Revised Budget Plan	FY 2004 Advertised Budget Plan	FY 2004 Adopted Budget Plan
Chairman's Office	\$303,212	\$382,246	\$382,246	\$396,030	\$388,122
Braddock District	298,324	331,246	331,246	345,030	338,128
Hunter Mill District	294,440	331,246	331,246	345,030	338,128
Dranesville District	314,467	331,246	331,246	345,030	338,128
Lee District	315,526	331,246	331,246	345,030	338,128
Mason District	322,123	331,246	331,246	345,030	338,128
Mt. Vernon District	285,820	331,246	331,246	345,030	338,128
Providence District	288,136	331,246	331,246	345,030	338,128
Springfield District	307,567	331,246	331,246	345,030	338,128
Sully District	270,916	331,246	331,246	345,030	338,128
Total Expenditures	\$3,000,531	\$3,363,460	\$3,363,460	\$3,501,300	\$3,431,274

BOARD OF SUPERVISORS

Board of Supervisors' Adjustments

The following funding adjustments reflect all changes to the FY 2004 Advertised Budget Plan, as approved by the Board of Supervisors on April 28, 2003:

- ◆ A net reduction of \$70,026 to Board of Supervisors' Offices and a reduction of \$15,206 to the Office of the Clerk to the Board. The \$70,026 reduction results in a 2% decrease in each of the Board members budgets. The \$15,206 reduction includes a decrease in Operating Expenses, primarily advertising.
- ◆ A net reduction of \$2,896 reflects reduced funding for the Pay for Performance program. Based on the approved 25 percent reduction, the FY 2004 program will result in reductions in the increases employees will receive based on their performance rating, capping employees to a maximum of 5.25 percent. This adjustment leaves in place the Pay for Performance program in preparation for system redesign for FY 2005.
- ◆ A decrease of \$10,100 for PC Replacement charges based on the reduction in the annual contribution for PC Replacement by \$100 per PC, from \$500 to \$400.

The following funding adjustments reflect all approved changes to the FY 2003 Revised Budget Plan from January 1, 2003 through April 21, 2003. Included are all adjustments made as part of the FY 2003 Third Quarter Review:

- ◆ The Board of Supervisors made no adjustments to this agency.

County Executive Proposed FY 2004 Advertised Budget Plan

Purpose

The ten-member Board of Supervisors makes policy for the administration of the County government within the framework of the Constitution and the Laws of the Commonwealth of Virginia and the Urban County Executive form of government. Nine members of the Board of Supervisors are elected from County Supervisory districts; the Chairman of the Board of Supervisors is elected at-large. All Supervisors are elected for four-year terms.

Following a public hearing on September 28, 1998, the Board of Supervisors adopted a resolution to increase Board members' annual salaries from \$45,000 to \$59,000 beginning with the newly elected Board in January 2000. Expenses incurred by the Board members and their support staff are reflected in the Direct Cost of the Board Cost Center.

The responsibilities of the Clerk to the Board, under the direction of the Board of Supervisors and County Executive, include: advertising Board public hearings and bond referenda; establishing and maintaining records of Board meetings; preserving legislative and historical records for the Board; managing the system for appointments to Boards, Authorities, and Commissions; and tracking and safekeeping Financial Disclosure forms. Responsibilities also include: providing administrative support through agency budget preparation; processing purchase requisitions as well as personnel and payroll actions; maintaining guardianship of the County Code; making notification of Board actions regarding land use issues; and providing research assistance.

BOARD OF SUPERVISORS

Key Accomplishments

- ◆ Enhanced the new Intranet Quorum ("IQ") Boards, Authorities, and Commissioners (BAC) appointment tracking system by fine tuning report and query capabilities.
- ◆ Utilizing the IQ appointments system, increased the percentage of Clerk's appointment letters completed within 10 business days of Board appointment from 97.7 percent to 100 percent. In fact, 100 percent were completed within 5 business days and 98.3 percent were completed within 4 business days.
- ◆ Improved the percentage of the Clerk's land use decision notification letters initiated within 10 business days from 88.6 percent to 97.7 percent.

FY 2004 Initiatives

- ◆ Continue to explore areas suitable for technology initiatives.
- ◆ Continue to fine tune the IQ appointments system.

FY 2004 Budget Reductions

As part of the FY 2004 Advertised Budget Plan, reductions totaling \$39,672 are proposed by the County Executive for this agency. These reductions include:

- ◆ Reduction of \$39,672 in advertising primarily due to a reduced rate negotiated by the County. The Clerk's office is responsible for placing and funding advertisements for public hearings held before the Board of Supervisors.

Performance Measurement Results

In FY 2004, the Clerk's Office will continue to pursue technology initiatives that will enhance services to the public, members of the Board of Supervisors, and general staff. Implementation of a new BAC appointment tracking system in FY 2001 enhanced the ability of the Clerk's Office to provide notifications and documentation more quickly to citizens and staff. While there are many areas being explored for continual improvement, it should be acknowledged that the Clerk's Office continues to produce its main document, the Clerk's Board Summary, within three days of the Board meeting and with a level of accuracy of over 98 percent.

Funding Adjustments

The following funding adjustments from the FY 2003 Revised Budget Plan are necessary to support the FY 2004 program:

- ◆ A net increase of \$159,880 in Personnel Services associated with salary adjustments necessary to support the County's compensation program.
- ◆ A net decrease of \$34,941 in Operating Expenses primarily in advertising expenses due to a reduced rate negotiated by the County, partially offset by an increase in technology infrastructure charges.

The following funding adjustments reflect all approved changes to the FY 2003 Revised Budget Plan since the passage of the FY 2003 Adopted Budget Plan. Included are all adjustments made as part of the FY 2002 Carryover Review and all other approved changes through December 31, 2002:

- ◆ There have been no revisions to this agency since approval of the FY 2003 Adopted Budget Plan.

BOARD OF SUPERVISORS



Direct Cost of Board

Cost Center Summary					
Category	FY 2002 Actual	FY 2003 Adopted Budget Plan	FY 2003 Revised Budget Plan	FY 2004 Advertised Budget Plan	FY 2004 Adopted Budget Plan
Authorized Positions/Staff Years					
Exempt	70/ 70	70/ 70	70/ 70	70/ 70	70/ 70
Total Expenditures	\$3,000,531	\$3,363,460	\$3,363,460	\$3,501,300	\$3,431,274

Goal

To set policy for the administration of the County government under the Urban County Executive form of government for the citizens of the County within the framework of the Constitution and the Laws of the Commonwealth of Virginia to provide for the efficient operation of government services.

Objectives

- ◆ Not applicable for this cost center.

Performance Indicators

- ◆ Not applicable for this cost center.



Office Of Clerk To The Board

Cost Center Summary					
Category	FY 2002 Actual	FY 2003 Adopted Budget Plan	FY 2003 Revised Budget Plan	FY 2004 Advertised Budget Plan	FY 2004 Adopted Budget Plan
Authorized Positions/Staff Years					
Regular	7/ 7	7/ 7	7/ 7	7/ 7	7/ 7
Exempt	1/ 1	1/ 1	1/ 1	1/ 1	1/ 1
Total Expenditures	\$678,151	\$773,206	\$773,206	\$760,305	\$732,103

Goal

To provide timely and accurate legislative and administrative support services to the Board of Supervisors to meet administrative requirements in accordance with State law, the Fairfax County Code, Board Policy, and County policies and procedures.

Performance Measures

Objectives

- ◆ To uphold the timeliness of the Clerk's Board Summaries with a completion time within three business days of the meeting.
- ◆ To increase the error-free rate of the Clerk's Board Summaries from 98.4 percent to 99.0 percent, toward a target of a 100 percent error-free rate.

BOARD OF SUPERVISORS

- ◆ To increase the percentage of land use decision letters to applicants initiated within 10 working days from the date of Board action from 97.7 percent to 99.0 percent.
- ◆ To maintain a 100 percent satisfaction level for all research requests processed.
- ◆ To increase the timeliness of the production of the appointment letters for appointees to Boards, Authorities and Commissioners from 98.3 percent to 100 percent completed within 4 working days from appointment by the Board of Supervisors.
- ◆ To maintain Board Members' level of satisfaction with service provided by the Clerk's Office at 90 percent of members satisfied in FY 2003, toward a future target of 100 percent.

Indicator	Prior Year Actuals			Current Estimate	Future Estimate
	FY 2000 Actual	FY 2001 Actual	FY 2002 Estimate/Actual	FY 2003	FY 2004
Output:					
Clerk's Board Summaries	24	25	25 / 24	24	24
Total pages of Clerk's Board Summaries	994	980	980 / 1,004	993	993
Letters of land use decisions by the Board	219	202	202 / 174	188	188
Research requests	313	539	409 / 507	453	453
Letters of appointment to Boards, Authorities, and Commissioners	401	399	400 / 363	388	388
Efficiency:					
Cost per Clerk's Board Summary	\$5,062	\$5,023	\$5,100 / \$5,555	\$5,858	\$6,029
Cost per land use decision	\$79.93	\$126.00	\$127.00 / \$132.50	\$133.00	\$137.00
Cost per research request	\$25	\$16	\$17 / \$17	\$20	\$21
Cost per Board appointment	\$97	\$86	\$89 / \$111	\$107	\$110
Service Quality:					
Percent of Clerk's Board Summaries completed within 3.5 business days	95.8%	100.0%	100.0% / 100.0%	100.0%	100.0%
Average number of accurate Board Summary pages	966	968	970 / 988	983	983
Average number of business days between Board action on land use applications and initiation of Clerk's letter	8.50	6.95	6.00 / 6.03	6.00	6.00
Percent of record searches initiated the same day as requested	99.4%	99.2%	99.5% / 100.0%	100.0%	100.0%
Average number of business days between Board appointment and Clerk's letter to appointee (1)	8.5	7.0	6.0 / 6.0	1.3	1.3

BOARD OF SUPERVISORS

Indicator	Prior Year Actuals			Current Estimate	Future Estimate
	FY 2000 Actual	FY 2001 Actual	FY 2002 Estimate/Actual	FY 2003	FY 2004
Outcome:					
Average number of business days between Board Meeting and completion of Board Summary	3.04	2.70	2.70 / 2.60	2.60	2.60
Percent of accurate Clerk's Board Summary pages	97.2%	98.8%	99.0% / 98.4%	99.0%	99.0%
Percent of land use decision notification letters initiated within 10 business days (2)	74.9%	88.6%	89.0% / 97.7%	98.0%	99.0%
Percent of individuals satisfied with record research requests processed (3)	100.0%	100.0%	100.0% / 100.0%	100.0%	100.0%
Percent of Board Members indicating a satisfactory level of service by the Clerk's Office	90.0%	90.0%	90.0% / 90.0%	90.0%	90.0%
Percent of notification letters produced within 4 business days of the Board's appointment (4)	NA	NA	NA / NA	98.3%	100.0%

(1) The FY 2000, FY 2001 and FY 2002 actual data reflect the previous objective which was to increase the percentage of appointment letters to applicants initiated within 10 working days from the date of Board Action from 97.7 to 99.0 percent.

(2) The date of initiation is defined as the date a draft letter is sent to the Department of Planning and Zoning (DPZ) for review. The completed Clerk's Board Summary and additional documents from DPZ are necessary to prepare the draft letter.

(3) In FY 2001, the Clerk's Office made a concerted effort to document research requests. However, with more documents available online with self-directed research capabilities, routine research requests are expected to decline. Research requests performed by office staff are expected to be more complex and time-consuming.

(4) In FY 2002, the Clerk's Office produced 100 percent of all appointment letters to Boards, Authorities, and Commissioners within 10 business days, exceeding the original objective. In FY 2004, the Clerk's office seeks to improve the outcome level to 100 percent of all letters produced within 4 business days of appointment.